

## Council Appointee Evaluation Form

Mary Jane Grubb	Municipal Court Clerk	March 2021
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<b>Section 6: Discussion of Anticipated Future Performance Issues and Key Result Areas</b>
<ul style="list-style-type: none"> <li>Identify goals and objectives to be met during the upcoming performance period.</li> <li>Identify key issues and result areas</li> </ul>



**Government that Works for All of Us** – Believing that city government works effectively and collaboratively for all of us—that it is equitable, ethical and innovative.

1. Staff Development
  - a. Continue to implement strategies identified by focus groups to improve the Listening to the Workforce results. Below are the remaining strategies to implement; these will be implemented in stages during fiscal years 2021-2025.
    - Increased training on performance measures (individual and organizational)
    - Enhance the professional development of staff by creating an internal “Court Supervisor” program inspired by the National Center for State Courts’ (NCSC) model
    - Restructure of our intranet site (SharePoint)
    - Request for certification incentive pay
    - Request for the reclassification of the position of Court Clerk Assistant

**PRIDE Values: Public Service & Engagement, Responsibility and Accountability, Diversity & Inclusion, Innovation & Sustainability, Ethics and Integrity**

2. Resources – New Case Management Software
  - a. Continue to monitor and provide support to ensure that the project does not experience further delays. Current “go live” date is slated for the fall of 2022; this includes staff training.
3. Reintegration of Staff and Public
  - a. Reopen the municipal court buildings for in-person services; will be done with a phased approach designed to reduce risks to the community.

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4. Strategic Planning
  - a. Create formal strategic plan that is in alignment with SD23 and resolution #2017-1214-060; FY 2022.

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